

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD 8. Archival 9. Remarks 10. 106 No.

		510 - TB/HIV/STD/VIRAL HEPATITIS UNIT					
	256	CASE MANAGEMENT DATA FORMS (CENTRAL OFFICE)	AC	AC		AC=COMPLETED SERVICES; COMPLETED PROGRAM; OR DESIGNATED AS UNAVAILABLE FOR FOLLOW-UP. MUST BE ENTERED IN PERINATAL HEP B PREVENTION DATABASE. SEE AGENCY ITEM NUMBER 196	
	286	CASE MANAGEMENT DATA FORMS (REGIONAL OFFICE)	AC+6MO	AC+6MO		AC=COMPLETED SERVICES; COMPLETED PROGRAM; OR DESIGNATED AS UNAVAILABLE FOR FOLLOW-UP. MUST BE ENTERED IN PERINATAL HEP B PREVENTION DATABASE. SEE AGENCY ITEM NUMBER 196. (ADDITIONAL 6 MONTHS PAST AC IS REQUIRED FOR QUALITY CONTROL.)	
	7170	DOCUMENT LOG	FE+1	FE+1		INCLUDES TRACKING FOR PURCHASING, TRAVEL, OUTGOING INNER-OFFICE CORRESPONDENCE, ETC	
1.1	3040	HIV/STD PUBLIC SERVICE ANNOUNCEMENTS	AV	AV			
1.1.007	7171	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4	4	R	Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	7172	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL.	
1.1.011	7173	CHANGES TO REGULATIONS, POLICY, PROCEDURES OF THE PROGRAM, EXECUTIVE ORDERS	US+3	US+3	A	Vital Record	
1.1.013	7174	CALENDARS / APPOINTMENT BOOKS	CE+1	CE+1		INCLUDES OUTLOOK CALENDAR. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
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E - Exempt from sending

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Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

510 - TB/HIV/STD/VIRAL HEPATITIS UNIT									
1.1.024	7175	PLANNING RECORDS	AC+3		AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS		
1.1.057	7176	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.		
1.1.063	7177	MEETING MINUTES/STAFF NOTES	1		1		MINUTES OF INTERNAL STAFF MEETINGS		
1.1.069	7178	REPORTS, EMPLOYEE (ACTIVITY OR WORKLOAD MONITORING)	1		1		PRODUCTIVITY REPORTS & EMPLOYEE WORKLOAD MEASURES		
1.3.001	6914	STATE PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE		
1.3.002	6915	PUBLICATION DEVELOPMENT FILES	AV		AV	R			
2.2.016	7179	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3				
3.1	7180	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC		AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.		
3.1.006	7181	EMPLOYEE COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.		

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3.1.014	7182	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES, DOCUMENTATION OF SELECTION PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2		Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.	
3.3.025	7184	JOB PROCEDURE RECORDS	US+3		US+3			
3.3.030	7185	TRAINING ADMINISTRATION RECORDS	US+2		US+2		(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPS. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).	
5.1.001	7186	CONTRACTS	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483

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